

## Customer Information

### for the Application for the authorisation required for employee approval and employee change notification

#### inNOVA form included in the Information

Case group: Procedures concerning civilian firearms

Identifier	Title of form
RI-0631	Engedélykérelem alkalmazotti hozzájáruláshoz és alkalmazottak változás bejelentése
RI-0631	Application for the authorisation required for employee approval and employee change notification

This information is effective as of 19 November, 2020.

#### Legislation relating to the procedure

1. Act CL of 2016 on the general rules of administrative proceedings and services [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=199170](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170)
2. Act XXIV of 2004 on firearms and ammunition (hereinafter referred to as Arms Act) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=83823](http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823)
3. Act CCXXII of 2015 on the general rules of electronic administration and trust services [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=193173](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173)
4. Government decree 253/2004. (VIII. 31.) on weapons and ammunition (hereinafter referred to as G. d.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=86434](http://njt.hu/cgi_bin/njt_doc.cgi?docid=86434)
5. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police (hereinafter referred to as Gov. Dec.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629)
6. Decree of the Ministry of Interior 49/2004. (VIII.31.) on shooting ranges, the storage of firearms and ammunition by the authorities and the theoretical and practical requirements of the possession of firearms [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84517](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84517)
7. Decree of the Ministry of Interior 50/2004. (VIII. 31.) on the administrative service fees for examinations on the knowledge of weapons, examinations on the distribution of weapons, the storage of firearms and ammunition by the authorities and authorising activities relating to weapons and ammunition (hereinafter referred to as D.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=84536](http://njt.hu/cgi_bin/njt_doc.cgi?docid=84536)
8. Decree of the Ministry of Justice and Law Enforcement 67/2007. (XII. 28.) on the establishment of the jurisdictions of the Police [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=110516](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516)
9. Decree of the Ministry for National Economy 22/1991. (XI.15.) on the medical requirements and examination for the acquisition and possession of firearms, ammunition, gas and alarm weapons [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=15256](http://njt.hu/cgi_bin/njt_doc.cgi?docid=15256)

## **Procedure**

### **Submitting the application**

Applications for the authorisation for employee approval are to be submitted to the police headquarters whose jurisdiction covers the applicant's place of residence; in Budapest, to the Budapest Police Headquarters.

### **Costs and expenses of procedure**

The administrative service fee for applications for employee approval is HUF 2,000.

For change of name or other data the administrative fee is HUF 3,000.

For change of employee's name of manufacturer, distributor, repairer the administrative fee is HUF 3,000 (basic fee) + HUF 2,000 per employee.

The application for termination of employment is free of charge.

The administrative service fee is to be paid in advance or ex-prior into the appropriation allocation fund account of the county police headquarters in charge of the local police headquarters proceeding at first instance; in Budapest, the Budapest Police Headquarters.

The administrative Service Fee can be paid by bank transfer or via the Electronic Payment and Settlement System (EFER) via online bank card payment (VPOS).

In the case bank transfer, the information field must contain the purpose of the payment e.g. „ Application for the authorisation required for employee approval” and the registration number returned after the automatic registration, which is a case number consisting of the following positions:

X X X X X - X X X /X X X/ X X X X. F. (e.g.: 29000-821/111/2019. F.)

Account numbers: Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

### **Attachments to be added to the application in pdf format**

In the case of an application for employee approval

- an examination certificate of the acquisition of the theoretical knowledge and practical skills required for holding firearms;
- a certificate of qualification for manufacture, distribution, repair;
- a certificate of a medical aptitude examination (issued by a body authorised for occupational health examinations).

In the case of a request for change of data:

- a document justifying the change.

**Processing the application**

If the applicant has submitted a fully completed application to the relevant and competent authority, the authority shall issue an electronically certified decision and shall send the decision to the applicant. No personal appearance is required for the receipt of the decision.